

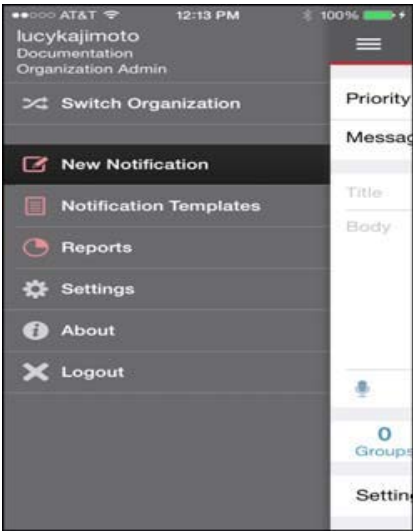

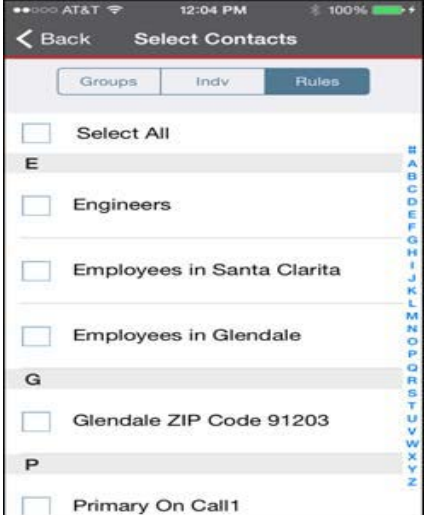
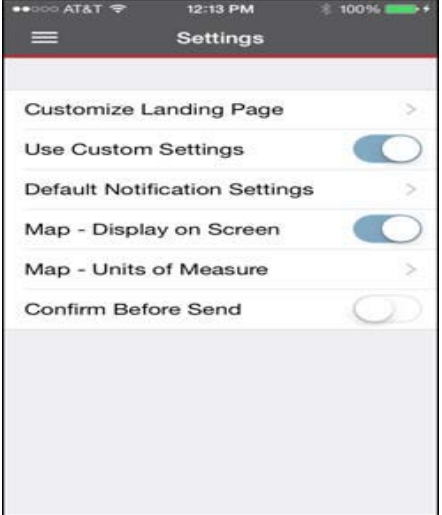
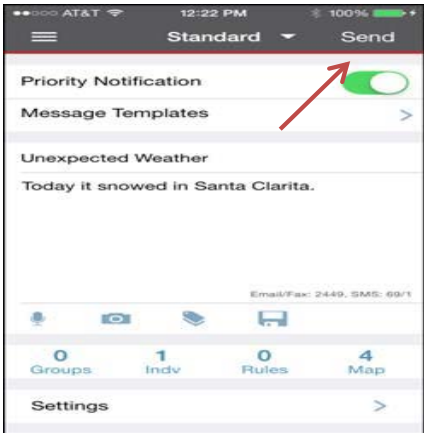



The following steps describe how to send a notification on Everbridge via mobile device

<p>Instructions:</p> <ol style="list-style-type: none"> 1. Download ManageBridge on your mobile device. 		<ol style="list-style-type: none"> 2. Select the organization admin. 	
<ol style="list-style-type: none"> 3. Choose notification template if one is available. (replace with steps 4 & 5 if this is the case) 		<ol style="list-style-type: none"> 4. Select the message type and priority. Write the title and body of message. 	

<p>Instructions:</p> <p>5. Select Contacts</p>		<p>6. Review and/or change the settings</p>	
<p>7. Send notification</p>		<p>8. If a user is unable to send a notification via phone app or browser, they can contact the Everbridge Operator by calling 1-877-220-4911. Everbridge operators are available 24 hours x 7 days a week x 365 days a year.</p> 	<p>Global Direct Emergency +1 818-230-9797 U.S. & Canada Toll-Free Emergency 877-220-4911 United Kingdom Toll-Free Emergency 0800-098-8273 Germany Toll-Free Emergency 0800-181-9027 France Toll-Free Emergency 0-805-08-06-13 Spain Toll-Free Emergency 900-83-88-75</p>